



**PARKWISE COMMISSION  
MEETING**  
110 East Pennington Street, Tucson, Arizona 85701  
**July 21, 2015 Meeting Minutes**



1. Call to Order

**The meeting was called to order at 7:38 a.m.**

2. Roll Call

Members Present

Barbara Brookhart  
Dale Calvert  
Joanne Downey  
Peter Gavin  
Michael Keith  
Robert Medler  
Jane Roxbury  
Rick Stertz  
Steve Taylor  
Adam Weinstein  
Mik White

Members Absent

Jill Brammer  
Nicole Flowers  
David Heineking  
Peter Hormel  
Jane McCollum

Staff Present

Donovan Durband, Park Tucson, Administrator  
Martha Encinas, Park Tucson, Administrative Assistant  
Omar Garcia, Park Tucson, Management Assistant  
Jose Gomez, Park Tucson, Parking Services Supervisor  
Karen Miller, Consultant, Downtown Tucson Partnership

Others Present

Diana Amado, Ward 6 Council Office  
Shawn Burke, Historic YWCA  
Norma Davenport, The Rogue Theatre  
Richard Mayers, West University Neighborhood Association  
Ward Wallingford, The Rogue Theatre  
Jan Waukon, Community Facilitator

3. Call to the Audience

**No Action.**

4. Minutes from June 16, 2015 Commission Meeting

Rick Stertz moved the approval of the minutes of the June 16, 2015, Commission Meeting. Robert Medler seconded. The motion was approved, 11-0.

5. Chair's Report

**No Action.**

6. Administrator's Report

Donovan Durband recapped the sequence of events leading to the present, regarding the parking ticket fines. The ParkWise Commission had recommended a proposal to Mayor and Council in 2014 to reduce fines at all four fine levels by eliminating Case Processing Fees and modifying the base fines. Base fines revenue is the portion of the total fine that is received by Park Tucson. This plan required Park Tucson to have in place a case management system to process fines for citations written by Park Tucson to collect and reconcile.

Park Tucson submitted and RFP in late 2014 for review by other affected departments, for an enforcement, case management, and collections system. The RFP was released in early March, and the evaluation committee worked diligently over the spring and early summer. The contract award was delayed because of a protest submitted by another vendor, but the contract should be awarded within a few days. The apparent awardee has committed to a 90-day implementation following formal award.

The City Manager's Office has requested that Mayor and Council temporarily reduce three (3) of the four (4) fine levels on August 5, to fulfill the Council's October 2014 direction; this will create a transitional period with reduced base fines and continued court fees. Tucson City Court has stated that reprogramming to eliminate the Case Processing Fee is not feasible. Therefore, the base fines will have to be reduced dramatically lowered on those three levels in the meantime. Once the enforcement and collections system is operational, Park Tucson will begin collections on the on-time fines and will not be charging the Case Processing Fee. In advance of that, staff will ask the Mayor and Council to readjust all four base fines, and at that point, all four fine levels will be set at the targeted amounts.

**Rick Stertz moved to recommend that the Mayor and Council reduce the fee structure immediately. Robert Medler seconded. The motion was approved, 11-0.**

Comment [DD1]:

Status of equipment is that the hardware installation in 4 out of the 5 public garages is largely completed. City/State still has yet to be installed. Those completed are: Centro, Depot Plaza, and the Library. Pennington is almost complete and should be done shortly. Park Tucson is working with the contractor to get the City/State garage installation completed soon.

A question was raised regarding why the Commission is still named "ParkWise" nearly a year after ParkWise changed its name to Park Tucson. Donovan reported that an ordinance change is required and that staff is anticipating making other administrative changes at the same time. An ordinance would be prepared for Mayor and Council approval.

TDOT Deputy Director Carlos de Leon will present some proposed changes to the department's system of advisory committees at the August ParkWise Commission meeting.

7. Financial Report

Park Tucson entered the new fiscal year with \$1.9M in cash. Minus liabilities of \$204K the total fund balance is \$1.8M which is above year-end projections. The Downtown meter rate increase at mid-year and the additional revenue from 4<sup>th</sup> Avenue generated a 38 percent increase in the Meter revenue category. Total Operating Revenue was \$4.5M, which was a 10 percent increase from last year at the same time. General Fund will receive \$143K in support from Park Tucson through an administrative fee. A debt service report will be provided at a future meeting. The deficit of 957K was less than anticipated, and was attributable to the cost of the new equipment.

The five-year forecast includes an ending fund balance of \$2.8M

8. Residential Permit Program Task Force Project Update

Jan Waukon, hired by Park Tucson as the community facilitator for the Residential Parking Permit Program Task Force, described the selection process of the task force members. She, Rebecca Ruopp, and Donovan Durband are striving to achieve a balanced cross section of residents, businesses and institutions on the task force. Those applicants not offered positions will be left off the task force primarily because of geographic redundancies in the pool of applicants. A few neighborhoods that did not respond with either an association candidate or a permit holder candidate are being solicited for representation (Barrio Viejo, Iron Horse, and Pie Allen). The selection committee is also looking for candidates from the Public/Community Institution category and will be soliciting candidates from these stakeholders.

All commission members will be notified and invited to attend the RPPP Task Force meeting as observers.

9. Neighborhood Reinvestment Subcommittee Report

Determination of neighborhood recommended projects such as:

Traffic Mitigation  
Sidewalk Improvements  
Landscaping  
Median Improvement/Traffic Circles  
Signage Improvement  
Neighborhood Markers  
Sidewalk Improvements (installation/repair)  
Athletic and Recreational Facilities  
Other Projects subject to review and appropriateness of the grant  
"Courtesy of Park Tucson" Grant Signage would be created.

Also, this subcommittee is looking to encourage neighborhoods to bring matching funds to leverage more significant projects. In addition, the program may consider entertaining proposals that would involve support for projects that have already been started but remain unfinished for want of funds.

Only three neighborhoods at this time qualify for the criteria established, with a minimum of 25% participation. This year the subcommittee would like to try to be as inclusive as possible so did not use total purchased but rather used total of permits for the neighborhood. Applications would be due September 30<sup>th</sup> and a review period of 30-45 days and get award notices prior to the end of the year. Projects should be completed within 90 days. The subcommittee will be the selection committee.

**Rick Stertz moved to implement the recommendations of the Neighborhood Reinvestment Subcommittee to proceed with the Neighborhood Reinvestment Grant Program. Dale Calvert seconded. The motion was approved, 12-0.**

10. Future Agenda Items

Michael Keith suggested that the proposals for the Ronstadt Transit Center development be presented.

12. Adjournment – **8:52 a.m.**